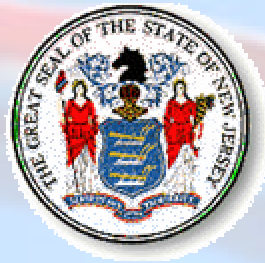
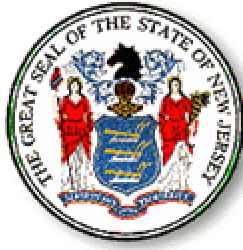


# **STATE OF NEW JERSEY**



## **PUBLIC SERVICE RECOGNITION AWARDS PROGRAM 2005**

***NOMINATION DEADLINE:*** Each agency sets its own nomination deadline. Contact your agency's Awards Representative (pp. 11-15) for specifics.



# **NEW JERSEY PUBLIC SERVICE RECOGNITION AWARDS PROGRAM**

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## ***How to Nominate for a Public Service Recognition Award***

The Public Service Recognition Awards Program is **open to all State employees**. Anyone is eligible to nominate an individual state employee or a group of state employees from their department for these awards:

- **Community Service**
- **Co-Worker Recognition**
- **Customer Service Excellence**
- **Exceptional Service**
- **Heroism**
- **Professional Achievement**
- **Teamwork/Partnership Achievement Award**

NOTE: **Longevity** nominations will be handled through your department's designated Department Awards Representative.

To nominate an employee or employees from your department, please complete the attached nomination form, and submit supporting documentation to make your case.

### **Who can be nominated?**

- When you consider nominating a fellow employee or group of employees, remember that the nomination(s) must represent the full description of the designated award category and the employee(s) being considered should be **MOST DESERVING** of the particular award you are nominating them for.
- An individual employee or group of employees **MAY NOT BE RECOGNIZED** for the **same award category** for two consecutive years.
- You may nominate someone who is your peer or subordinate.
- The incident(s), actions or situation on which the nomination is based must have occurred in the past year.

### **Where to submit your completed nomination form:**

- All award nominations must include appropriate background information supporting the nomination, such as certificates of achievement, newspaper articles, letters of commendation, diplomas, community service acknowledgements, and testimonials). Once you have completed the nomination form, please forward it to **your respective division director or designee for authorized signatures** on behalf of your department/agency.
- Once the division director or designee has signed off on the nomination form, **PLEASE SUBMIT IT TO YOUR DEPARTMENT'S AWARDS REPRESENTATIVE (PP. 11-15)**

### **Deadlines for Submitting of Award Nomination Forms:**

**NOMINATION DEADLINES ARE DIFFERENT FOR EACH DEPARTMENT; PLEASE CONTACT YOUR DEPARTMENT'S AWARDS REPRESENTATIVE FOR THE EXACT DATE. FOR THE LIST OF AWARDS REPRESENTATIVES, PLEASE SEE PAGES 11-15.**

## Award Review/Approval Process

All nominations are reviewed and award winners selected by the New Jersey Employee Awards Committee. Final determinations will be communicated through the Committee. Awards will be presented to recipients at the 2005 Public Service Recognition Awards Ceremony at the Trenton War Memorial Building, **May 2, 2005**.

## How to Complete a Nomination Form

1. Please check the "Type of Award." If you are not sure, please contact your department's Award Representative.
2. Complete the "Nominee Information" section of the form.
3. Complete the "Explanation or Nature of Award" section and **provide adequate background information** to justify this nomination. Be sure to include your name and office telephone number at the bottom of this section and include all supporting documentation, such as: certificates of achievement, newspaper articles, letters of commendation, community service acknowledgements, and diplomas. **PLEASE NO ACRONYMS!!**
4. **Please send the completed form, with your division director's signature and required support documentation, THROUGH your Department Awards Representative.**
5. **DON'T MISS THE NOMINATION DEADLINE. Check with your Awards Representative for your department's nomination deadline. Each department's deadline is different.**



**Note: DO NOT send the completed form directly to the NJ Employee Awards Committee Program at the Department of Personnel.** It will **not** be processed by DOP until it has been reviewed by **your department's designated awards representative**. If you send it directly to DOP, it will only delay consideration of your nomination, and could result in your nomination not being considered at all if you miss the program deadline. Nominations will then be reviewed for final approval by the NJ Employee Awards Committee.

*Thank you for taking the time to recognize your fellow employees!*

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# ***NJ Public Service Recognition Award Categories***

## **❖ Heroism**

The **Heroism Award** may be made to employees who:

- Perform acts of bravery or personal sacrifice in hazardous or life-threatening situations,
- Act above and beyond the duties and responsibilities of their jobs, and
- Reflect favorably upon the State of New Jersey, whether or not the act was performed during work hours.

Nominations must be submitted within one year of the specified act.

**Example:** Mr. Charles Mason serves as Senior Correction Officer (SCO), Mountainview Correctional Facility. On June 26, 2003, there was an accident on Interstate Route 78. Passengers were trapped inside a burning vehicle. SCO Mason stopped to assist with the accident. He selflessly rushed to the aid of the passengers in the burning vehicle. Officer Mason pulled the passengers to safety while waiting for assistance.

Officer Mason performed this act risking his personal safety and was, therefore, deserving of the nomination and award.

## **❖ Exceptional Service**

The **Exceptional Service Award** may be given to employees for outstanding acts of public service, which include fulfilling special work assignments/tasks beyond their regular job duties, to reflect credit upon the State of New Jersey.

**Example:** Mr. Roger Lane serves as Staff Assistant 2, Engineering Assistant for the 108<sup>th</sup> Air refueling Wing, McGuire AFB, NJ. In this capacity, he is responsible for providing assistance to the Base Civil Engineer and staff developing drawings, performing site plans, cost estimates, project book development, and project coordination. In this capacity, Mr. Lane excels in all tasks assigned. He is meticulous in his work, and his attention to detail is second to none. His accurate estimates have saved the Government thousands of dollars during construction change orders.

While it is evident that he is an expert in his field, the real reason for this nomination is his exceptional service to the unit and the Wing. While the engineering staff operates at 33% of its authorized level, and workload has increased, Mr. Lane has stepped up to the plate and serves well above his pay scale. He is performing project management functions on a 2 million dollar renovation, and assisting with project management of a 4 million dollar construction of a Joint Medical Training Facility.

Not all his help has been in the technical field. He always volunteers to perform snow removal duties, working long hard hours. He is in charge of the unit's recycling program, and his efforts are so good that the bins never get full; he has turned them in before being asked. His dedication to this program has greatly increased recycling, decreased waste and has been lauded by the Wing's recycling manager.

## **❖ Professional Achievement**

The **Professional Achievement Award** may be given to employees in recognition of meritorious or distinguished accomplishments, falling within the scope of their normal duties. For example, an award may be made to an employee who has achieved honors from professional societies, educational institutions and/or recognized groups for outstanding performance in his or her field.

**Example:** Mr. Jonathan Cole began working at the Senator Garrett W. Hagedorn Psychiatric Hospital in April of 2003 as an Occupational Safety Consultant (Director of Safety). Even though Mr. Cole is new to State government, he consistently exemplifies outstanding service.

Mr. Cole is described as a one-person department at this Psychiatric Hospital. Since his arrival he has been instrumental in revising and revamping its safety programs. Most recently, December 5-6, 2003, the hospital, as well as the rest of State, experienced a northeaster. Mr. Cole exceeded the expectations of his function as the Director of Safety during this storm by:

- Participating on the team that was developed to enact an Emergency Plan.
- Remaining at the Hospital from 8:30 am on Friday, through 5:00 pm Saturday evening, December 6, 2003, just to be supportive of staff members who were unable to leave the hospital.
- Serving as the Hospital's liaison between the maintenance and ground staff and the administrator on call.
- Transporting (in his own vehicle) staff and supplies during this storm between buildings and locations.
- Providing hot coffee and food to the grounds keeping staff.
- Conducting unit rounds, meeting with staff and patients so to meet identified needs.
- Walking approximately one-half mile in drifting snow and freezing weather down one of our many hills to assist a RN whose car was stuck. Walked back up to retrieve his vehicle, rejoined the employee, and showed her an alternate safe route to the hospital.
- Assisting maintenance staff with various alarms that were continually blaring.
- Assisting the Human Services Police by reporting accidents on the grounds and remaining with staff involved as source of support.
- Updating the administrator on call with hourly weather reports.
- Shoveling walkway areas.
- Most importantly, remained positive and supportive to all staff. Encouraged those who were tired and praised all for everything they were doing.

## ❖ Community Service (Volunteerism)

The **Community Service Award** may be made to employees who have made outstanding contributions to the communities where they live or to the State as a whole through **organizational and voluntary activities outside the workplace.**

**Example:** Mr. Wayne Hilbert is employed as a Regulatory Officer with the New Jersey Department of Banking and Insurance, Division of Legislative and Regulatory Affairs, where he drafts regulations; legislation; administrative decisions; orders; and serves as a hearing officer.

Mr. Hilbert is committed to using his talents to serve others in his community. He has served for the past 10 years on the Board of Managers of Union Industrial Home for Children, which offers residential and community-based services to adolescent mothers and job-readiness skills and computer training to fathers. Mr. Hilbert has served as President and Vice-President of the Board of Managers. He is currently serving as President of the Board of Trustees for Anchor House, a shelter program for homeless, abused or runaway youth. Anchor House also provides a transitional living program and a school based counseling program. For the past seven years, Mr. Hilbert has participated in the "Ride for Runaways," a 500 mile bicycle ride that serves as a fundraiser for the agency.

For the past two seasons, Mr. Hilbert has served as an assistant football coach at Granville Charter High School. He served on the Morehouse College President's Young Alumni Leadership Council and was a Morehouse College Mentor. He was an assistant coach and coach of the ATS Amateur Athletic Union/Youth Basketball Organization of America Boys Traveling Basketball Team; assistant wrestling coach for the Police Athletic League; commentator for Comcast Cable's broadcast of Mercer County's Wrestling Tournament; a mentor for Positive Steps; and Chairman of the Board of Trustees of Union Baptist Church.

Mr. Hilbert has been cited by: The Outstanding Young Men in America: Who's Who Among American Law Students; Young Community Leaders of America; and Who's Who Among American Colleges and Universities. He has received the Black Law Students Association-Dedicated Service Award, Alpha Phi Alpha Fraternity, Inc. Alpha Rho Chapter Brother of the Year Award and Outstanding Service Award.

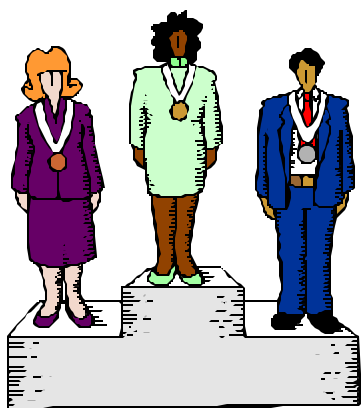
## ❖ Teamwork/Partnership Achievement

The **Teamwork/Partnership Achievement Award** is open to two or more individuals who function as a team or a partnership and succeed in attaining a measurable goal or making a significant achievement within the current program year in support of their department's strategic plan. Please list all names of the team. This is **not** intended to recognize all those work groups or teams that have been doing a "good job" year round.

**Example:** The Department of Health and Senior Services, Division of HIV/AIDS Services (DHAS) is pleased and proud to nominate six staff members who comprise the HIV Rapid Testing Team for the New Jersey State Public Service Recognition Program Teamwork Award. This team has done outstanding work to bring a new HIV testing technology to New Jersey residents. The new rapid test will allow more people to know their HIV status, help more people with HIV get care and treatment, prevent HIV transmission, and save millions of dollars.

The Division of HIV/AIDS Services has established a multi-disciplinary team comprised of members from four different sections of DHAS to implement a new Food and Drug Administration (FDA) rapid test, to diagnose HIV disease at the publicly funded counseling and testing sites. The team members are as follows:

Candy Maul, M.D., M.P.H., Medical Director, Office of the Assistant Commissioner, DHAS



Marylou Borski, Program Development Specialist 1, Prevention and Education Unit DHAS

Lorraine Nichol, Coordinator Health Projects 3, Care and Treatment Service, DHAS

Charles Smith, Program Development Specialist 1, Care and Treatment Service, DHAS

Roselyn Williams, Program Development Specialist 1, Care and Treatment Service, DHAS

Charles Bayard, Contract Administrator, Administrative Grants Unit, DHAS

## ❖ Customer Service Excellence

The **Customer Service Excellence Award** recognizes NJ State Government employees (individually or collectively as a work group/unit or team) for excellent customer service to either internal or external customers. The hallmark of this award is excellent customer service, provided to clients at a consistently high level, as verified by support documentation (e.g. letters, calls, and email). This is intended to foster even greater levels of customer service in State government, recognizing that the manner in which we interact with our customers (internal or external) can have a very significant impact on our constituents. It is important to note that this recognition is intended to honor individuals or work groups who **consistently provide excellent customer service throughout the year**. This is not intended to recognize excellent customer service for a single event or a limited time basis.

**Example:** The Department of Labor (DOL) nominated their Response Team for the Customer Service Excellence Award. The DOL Response Team consistently provided outstanding customer service to dislocated



workers throughout the state. The exceptional level of the team's commitment to public service was affirmed time and again by the continuous influx of glowing testimonials and letters/calls of commendation from companies' staff as well as from dislocated workers. Response Team representatives are among a handful of public employees who often work atypical hours including midnight, dawn, and weekends, making their efforts truly "Above and Beyond" the call of duty. The vital services provided to dislocated workers in the aftermath of the Trade Center disaster are a shining example of the Response Team's dedication to excellence in service.

Regardless of the size of the group or the location of the organization that is either downsizing or shutting down an entire operation, the Response Team actively reaches out to assist in a variety of ways from unemployment/employment information to job search workshops, from direct job and training referrals to career counseling. Their team spirit is evident from their rapport with all NJDOL units, other State agencies, and private outplacement agencies. Additionally, a multilingual staff provides services in English, Spanish, Creole, Hindi, French, Polish, and Russian. At a time when dislocation becomes the lowest point in some workers' lives and emotions run high, the Response Team is the one resource they can count on to make the transition from unemployment to employment or training easier.

### ❖ Co-Worker Recognition

The **Co-Worker Recognition Award** honors an individual who mentors other employees, supports his/her co-worker, provides on the job career development and counseling, shows dependability or interdivisional support of co-workers, or personifies the spirit of a department or its mission. Note: *This award is not open to supervisory or managerial positions and the nomination must be from your peers.*

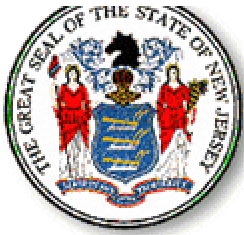
**Example:** As a Coordinator within the Project Management Division of the New Jersey Department of Transportation (DOT), Jose Rodriguez consistently displays excellent time management skills. The quality of his work is demonstrated day in and day out by his ability to meet and/or exceed assignment due dates for various Project Managers. His devotion to his work has resulted in significant progress for each capital project to which he is assigned. In addition to his job duties, Jose has mentored a fellow Project Management employee. With Jose's encouragement and guidance, this new employee has made substantial gains in his job knowledge and skills. In fact, Jose voluntarily relocated his workstation so that he could be near this employee to coach him and help him succeed. Jose is admired by his colleagues for being a team player and for making other employees feel welcomed and important to the division's success.

### ❖ Longevity

The **Longevity Award** is made to an individual in a department/agency who has the most years of continuous state service for the current program year. Selections are based on a Personnel Management Information Systems (PMIS) listing generated by the Department of Personnel. This listing must be verified by each human resource office to ensure that there has been no break in career service.

\* \* \* \*





## 2005 NJ PUBLIC SERVICE RECOGNITION AWARDS PROGRAM NOMINATION FORM

DEPARTMENT: \_\_\_\_\_

AWARD (please check one):

☐ *Heroism*

☐ *Exceptional Service*

☐ *Professional Achievement*

☐ *Community Service*

☐ *Teamwork/Partnership Achievement*  
(please list all names)

☐ *Customer Service Excellence*

☐ *Co-Worker Recognition*

☐ *Longevity*

### NOMINATOR INFORMATION:

Submitted by: \_\_\_\_\_

(Print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

### NOMINEE INFORMATION:

Nominee Name: \_\_\_\_\_

Nominee Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Division/Unit: \_\_\_\_\_

**Explanation/Justification for Award Nomination:** (Please attach supporting documents such as certificates of achievement, newspaper articles, letters of commendation, testimonials, community service acknowledgments, diplomas, etc.)

Authorized by: \_\_\_\_\_

Division Director or Designee

\_\_\_\_\_ Date

\_\_\_\_\_ Department Awards Representative

\_\_\_\_\_ Date

\_\_\_\_\_ Department Head or Designee

\_\_\_\_\_ Date

### **Nomination checklist:**

- ☐ Did you review the award criteria?
- ☐ Did you provide detailed justification to support the nomination, such as certificates of achievement, letters of commendation, testimonials, newspaper articles, or diplomas?
- ☐ Did you use any acronyms? If so, please spell them out! (e.g. DEP, Department of Environmental Protection)
- ☐ Did you check the award category? (Refer to definitions)
- ☐ Did you have your division director sign the nomination?
- ☐ Did you complete all contact information?

*Above all, once the package is complete and you have the appropriate signatures, please send the nomination package to your department's awards representative.*

***Thank you.***

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\* \* \* \*